

Report Date: 25 Jun 2014

**Summary Report for Individual Task
805C-LF4-3541
Report Postal Offenses
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Jackson / Soldier Support Institute foreign disclosure authority.

This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You are assigned to a Military Post Office as a Postal Clerk with access to the Department of Defense (DoD) 4525.6-M (Postal Manual) and the Domestic Mail Manual (DMM) and have identified a postal offense.

Standard: Report postal offenses in accordance with (IAW) DOD 4525.6-M and the Domestic Mail Manual (DMM) within 72 hours of discovery.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: All required references, forms and technical manuals will be provided by the local Command.

Notes: None

Performance Steps

1. Identify the type of postal offense committed.
 - a. Violation of laws.
 - b. Violation of agreements.
 - c. Violation of United States Postal Service (USPS) and Department of Defense (DoD) Regulations.
 - d. Security of the mail or other USPS property.
2. Notify the following personnel if an offense has occurred.
 - a. Immediate commander.
 - b. Local investigative agency.
 - c. Major overseas commander.
 - d. Military Postal Service Agency (MPSA).
3. Complete and submit initial report to the MPSA.
4. Complete and submit follow-up reports (if required).

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: Test this task in conjunction with other postal tasks. Ensure that all necessary postal supplies and equipment are available. Brief Soldier: Tell the Soldier to Report Postal Offenses.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified the type of postal offense committed.			
2. Notified immediate commander, local investigative agency, major overseas commander, MPSA.			
3. Completed and submitted initial report to the MPSA.			
4. Completed and submitted follow-up reports (if required).			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
1.	DMM	Domestic Mail Manual	Yes	No
1.	DOD 4525.6-M	DoD Postal Manual	Yes	No
2.	DOD 4525.6-M	DoD Postal Manual	Yes	No
3.	DOD 4525.6-M	DoD Postal Manual	Yes	No
4.	DOD 4525.6-M	DoD Postal Manual	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you

will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert of ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF4-3537	Control Postal Supplies and Capital/Sensitive Equipment	805C - Adjutant General (Individual)	Obsolete

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-LF4-3523	Check Processed Mail	805C - Adjutant General (Individual)	Approved
805C-LF4-3540	Monitor Search/Seizure Operation	805C - Adjutant General (Individual)	Approved
805C-LF4-3560	Operate a Contingency Military Post Office	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
ASI F4 - Postal Supervisor	Enlisted	MOS: 42A, Skill Level: SL3, ASI: F4, Duty Pos: UJZ